

# Commonly Used Object Codes

(May 2024)

## 62XX - PROFESSIONAL & CONTRACTED SERVICES

*This code applies to services only. This means that is we already possess the items and require a vendor to provide additional services or if the vendor is solely providing services, then the code 62XX should be used.*

6219	Professional Services	Must be licensed/registered with the state; ex: Lawyer, Doctor, Engineer
6223	Student Tuition	Institutions of Higher Education such as Colleges, Universities, etc
6234	Education Service Centers- Services	<b>NOT PART OF COMMITMENTS</b> (Professional Development, in-person, etc
6239	Education Service Centers -Commitments	Annual service fee for Commitments
6247-6249	Contracted Repairs-Maintenance	ex; parts/labor of band equipment/misc. repairs
6255-6259	Utilities	Governmental Entities
6269	Rental/Operating Leases	Copiers, Equipment, Machinery, Building, Spaces, Vehicles, Land, Facilities
6291	Consulting Services	Advisement of services provided by consultants to assist the District
6299	Misc. Contracted Services	<b>Non-Professional Services</b>

## 63XX - SUPPLIES AND MATERIALS

*This code is used for tangible items (e.g., pencils, etc. regardless of whether or not additional services such as customization or installation are included with the item*

6311	Fuel	Gasoline and other fuel needed for operating District Vehicles
6315	Janitorial Supplies	Cleaning Supplies etc.....
6318	Vehicle Supplies	Vehicle Supplies other than fuel
6319	Repair & Maintenance Supplies	Routine Maintenance, other vehicle repairs, (labor & cost)
6321	Instructional Materials	Instructional Materials such as workbooks, Teaching Consumables
6329	Reading Materials	Magazines, Newspaper, subscriptions, library books, etc..
6339	Testing Booklets, Forms, Study Materials	Testing documents, <i>(does not include general supplies, pens, pencils)</i>
6395	Technology	computers, monitors, Ipads, laptops, scanners, cameras, printers, software & License's
6399	General Supplies	Items not to exceed \$5,000 to include but not limited to: consumable teaching and office items such as paper, pencils, workbooks, other supplies for technology <i>(such as mousepads, ipad covers, keyboards, etc.. )</i> and staff & student uniforms- cheer, band, sports, etc)

## 64XX- OTHER OPERATING COSTS

6411	Travel (Employees)	Professional Development, Trainings, Seminars, etc., hotel fees, registration fees <i>(virtual included)</i> other misc. expenses related to travel
6494	Transportation Expenditures	This code is used when using the District yellow school buses
6412	Travel (Students)	Transportation (Charter Buses or Rental), registration fees, meals, and other school sponsored events, field trips, <i>(POR must include student roster)</i>
6495	Dues/Membership Fees	Memberships Fees (TASBO, TASA, etc..) <i>(POR must include staff name referencing associated fee)</i>
6499	Misc. Operating Costs	Incentives, <i>giveaways</i> , awards, trophies, food, misc. items needed for school related meetings/functions, fees that are not associated with Professional Development or travel, Graduation expenses, newspaper advertisement fees, Fundraiser Related Item

**6639 – Furniture, Equipment and Software (Single Item over \$5,000 per unit)**